



**CITY OF AZTEC**  
**EMERGENCY DETERMINATION FORM**  
**NOTICE # 15-0451**

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

Emergency procurement must be posted within three business days of awarding an emergency procurement.

I. Name of Department: Public Works  
Department Head: Bill Watson  
Telephone Number: 5045-334-7660

II. Name of prospective Contractor: Cornell Halona  
Address of prospective Contractor: #8 CR 3955  
Farmington, NM 87401  
Amount of prospective contract: \$3,000.00  
Term of prospective contract: \_\_\_\_\_

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

Remove two large cottonwood trees to recover roadway on Martinez Lane. One tree is in the ditch and the second one close.

- IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

The trees are obstructing the roadway on Martinez Lane near the Hampton Arroyo. Trees need to be removed as soon as possible to recover the roadway. Cornell is able to work with the City crews to remedy the situation within the next two days.

Certified by:

Date: 10.21.14

Karemb  
City Purchasing Agent

Internal Review by:

Date: 10.21.14

Karemb  
City Finance Director

APPROVED:

Date: 10/21/14

[Signature]  
City of Aztec City Manager